

***DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)  
DELEGATED EXAMINING UNIT (DEU)  
(KANSAS CITY)***

# **JOB KIT**

**(Updated May 1, 2000)**

**NOTE:**

This package contains instructions and guidelines for preparing and submitting a resume for consideration by the DFAS Delegated Examining Unit.

It is specifically intended for use by applicants who are not submitting a resume via the DEU website on-line resume builder. Applicants who will submit a resume via e-mail, fax or in hardcopy form should use this Job Kit.

Read this Job Kit ***carefully*** and follow the instructions as closely as possible. Insure that any resume you submit adheres to the basic format presented in the example at Attachment 2.

Along with this Job Kit, we encourage you to review "Preparing An Effective Resume for Electronic Analysis and Evaluation" which is available on the DFAS Delegated Examining Unit website at [www.dfas.mil/people/kcdeu/](http://www.dfas.mil/people/kcdeu/). This supplemental guidance is just as important as the Job Kit, and it deserves special attention and study by those applicants seeking maximum consideration for Federal employment through the DEU.

## **HOW TO SUBMIT A RESUME:**

Resumes can be submitted to the Delegated Examining Unit using one of two different methods (listed in order of preference):

a. If you have a personal computer and access to the Internet, you can prepare your resume on your personal computer as an e-mail message. The subject line should be: Resume of (your name). Your actual resume should constitute the body of the e-mail message (**not as an attachment to the e-mail**). The optimal resume will be formatted to contain no more than 74 characters per line of text and will contain no more than 11,000 total characters (**equivalent to three pages**). Send it electronically to the following address:

[kcdeu.resume@dfas.mil](mailto:kcdeu.resume@dfas.mil)

b. You can prepare your resume on a personal computer or using a typewriter and mail the hardcopy resume document to the Delegated Examining Unit. Should you opt to mail a hardcopy resume document, please send it to the following address:

Defense Finance and Accounting Service  
Kansas City Center  
Attn: DFAS-PSO/HKD  
1500 E. Bannister Road  
Kansas City, Missouri 64197-0001

c. You can prepare your resume on a personal computer or using a typewriter and fax the hardcopy document to the Delegated Examining Unit at the following telephone number:

(816) 926-5683

## **THE FORMULA FOR SUCCESS**

Once your resume is received, it will be electronically entered into our automated recruitment system, and a profile of your qualifications and skills will be stored. The system reads only typed, clear, legible submissions. This Job Kit provides helpful DO's and DON'Ts when preparing your resume. If you do not follow the guidance provided, the system will have a difficult time focusing on the information you want to present, and this may result in your losing consideration for referral. Please remember, **handwritten resumes will not be accepted**.

## **THINGS TO DO:**

All potential applicants should read this package carefully and completely. If they adhere to the format at attachment 2, applicants submitting resumes electronically via the Internet should not experience any problems in having their resume properly analyzed by the system. Submitters mailing or faxing a hardcopy document should pay particular attention to the following requirements:

- (1) Type (on a typewriter or word processor) your resume, insuring that it is clear and legible. ***Handwritten resumes will not be accepted.***
- (2) Use white, letter size (8 ½ x 11 inch) paper, printed on one side only.
- (3) Use a laser printer if possible. A 24-pin, letter quality dot matrix printer is also acceptable.
- (4) Stick to standard business fonts such as Courier, Futura, Helvetica, New Century Schoolbook, Optima, Palatino, Times and Univers.
- (5) Use a font size of 10-14 points. The larger size, 14 points, is preferable.
- (6) Use capital letters instead of boldface for headings.
- (7) Maintain ½ to one inch margins on the top, bottom and sides of all pages of the resume.
- (8) Submit an original resume or a very clear copy. Second and third generation copies do not scan or fax well.
- (9) Please submit a separate resume for each announcement for which you wish to apply.

## **THINGS TO AVOID:**

- (1) Avoid bold, italics, script and underlining.
- (2) Do not use horizontal or vertical lines.
- (3) Do not staple or fold your resume.
- (4) Do not deviate from the sample resume format included in this package unless specifically instructed to do so.

## **ADDITIONAL REQUIRED DATA ITEMS**

In addition to the experience, education and training information on your resume, the Delegated Examining Unit needs to acquire additional data relative to you as an individual applicant. In order for the computer to recognize this data as separate and apart from normal resume information, it must be formatted and placed on the resume in a specific fashion. Applicants should place this information on the **last** page of the resume after all other required resume information has been completed. Even though placed on the last page, it must still be completely left justified (left margin). The total length of the resume, including additional required data items, should normally not exceed three pages. The data fields to be included in this special section of the resume are as follows:

**a. SOCIAL SECURITY NUMBER**

(See Privacy Act Statement at Attachment 3)

For automated system purposes, SSNUM means the same thing as social security number.

Example: If your social security number is 173-28-7931, your data field entry for SOCIAL SECURITY NUMBER would be as follows:

SSNUM=173-28-7931

**b. EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

(See Privacy Act Statement at Attachment 3)

Furnishing the data requested in the following three data items is optional in nature, however, your participation is encouraged. Data furnished will be used only to assess the demographic makeup of the applicant pool, will not be made available to selecting officials, and will have no bearing upon your qualifications for any position for which you are seeking consideration.

The three equal employment opportunity data items are:

**(1) DATE OF BIRTH**

For automated system purposes, BIRTH means the same thing as date of birth.

Example: If you were born on July 11, 1947, your data field entry for DATE OF BIRTH would be as follows:

BIRTH=July 11, 1947

## (2) GENDER

For automated system purposes, GENDR means the same thing as gender. In this data item, you indicate whether you are a female or male applicant.

Example: If you are a female applicant, your data field entry for GENDER would be as follows:

GENDR=F

If you are a male applicant, your data field entry for GENDER would be as follows:

GENDR=M

## (3) ETHNICITY

For automated system purposes, ETHNC means the same thing as ethnicity. In this data item, you identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely associate yourself. The available categories are listed below. NOTE: Please choose only ONE category for inclusion in this data field.

- A American Indian or Alaska Native (A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.)
- B Asian or Pacific Islander (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. The area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.)
- C Black, not of Hispanic origin (A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Cuban, Puerto Rican, Central or South American, or other Spanish cultures or origin) (See Hispanic).
- D Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. (Does not include persons of Portuguese culture or origin.)
- E White, not of Hispanic origin (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.) (See Hispanic). (Also includes persons not included in other categories.)

Use the appropriate code which best identifies your particular racial and national origin.

Example: If you are now a United States citizen, but were originally born in the Philippine Islands, your data field entry for ETHNICITY would be as follows:

ETHNC=B

Example: If you are a native born black American, your data field entry for ETHNICITY would be as follows:

ETHNC=C

#### **c. CONTACT WITH CURRENT EMPLOYER**

For automated system purposes, CHECK means the same thing as contact with current employer. Indicate whether or not we may contact your current employer for information regarding your performance.

Example: If we have your permission to contact your current employer, your data field entry for CHECK would be as follows:

CHECK=Yes

Example: If we do not have your permission to contact your current employer, your data field entry for CHECK would be as follows:

CHECK=No

#### **d. VETERANS' PREFERENCE**

For automated system purposes, VETPR means the same thing as veterans preference. In this item, indicate whether or not you have veterans preference, and if you do, indicate the nature of that preference. Additional information on categories of preference and available data field entries are outlined below:

Some applicants may be in a position to claim veterans' preference on their application. When such claims are valid, applicants can have additional points added to their score or rating.

To receive preference, a veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. "Armed Forces" means the Army, Navy, Air Force, Marines and Coast Guard. The veteran must also be eligible under one of the preference categories listed below later in this section.

Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. (This does not apply to Reservists who will not begin to draw retired pay until age 60.)

Active duty for training or inactive duty by National Guard or Reserve soldiers does not qualify as “active duty” for preference.

“War” means only those armed conflicts declared by Congress as war and includes World War II, which covers the period from December 7, 1941 to April 28, 1952.

**NOTE:** Applicants claiming veterans’ preference will be required to produce documentation substantiating such claims PRIOR to appointment in the Federal Service. A DD FM 214 is the normally accepted documentation for these claims. Applicants who claim 10 point preference must also complete and submit Standard Form 15, Application for 10 Point Veteran Preference PRIOR to appointment in the Federal Service. **Failure to provide these forms of documentation may result in the cancellation of any pending appointment to a Federal service position.** Applicants should read and pay special attention to Paragraph A of the **Important Notice for All Applicants** found at the end of the Job Kit instructions for detailed information on when this documentation must be submitted.

Listed below are six categories of preference and the criteria that define them. Applicants who do not claim veterans preference should use Code 1 for None. Applicants who do claim veterans’ preference should use the appropriate code corresponding to the applicable category below. **All applicants must place a code indicating their veterans’ preference status on their resume.**

#### VETERANS’ PREFERENCE CODES AND CATEGORIES

**Code 1:** None (no applicable preference)

**Code 2:** Five points are added to the **passing** score or rating of a veteran who served: During a war; or during the period April 28, 1952 through July 1, 1955; or for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or during the Gulf War from August 2, 1990, through January 2, 1992; or in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Somalia, Southwest Asia, and Haiti, qualifies for preference. In Bosnia during Operation Joint Endeavor (November 20, 1995 – December 19, 1996) and Operation Joint Guard (December 20, 1996 – June 20, 1998) and received the Armed Forces Expeditionary Medal (AFEM). Service in the former Yugoslavia under the same two operations and with the award of the AFEM is also qualifying. In Bosnia under Operation Joint Forge (June 21, 1998 – date to be determined) and awarded the AFEM. Former Army members who received the Armed Forces Service Medal (instead of the AFEM) for participation in Operation Joint Forge are not eligible for preference. A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24 month service requirement does not apply to 10-point preference eligible veterans separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

**Code 3:** Ten points are added to the **passing** score or rating of:

- A veteran who served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs,
- A veteran who received a Purple Heart

**Code 4:** Ten points are added to the **passing** score or rating of:

- A veteran who served at any time **and** who has a compensable service-connected Disability rating of at least 10 percent but less than 30 percent.

**Code 5:** Ten points are added to the **passing** score or rating of spouses, widows, widowers, or mothers of veterans as described below. This type of preference is usually referred to as “derived preference” because it is based on service of a veteran who is not able to use the preference.

Both a mother and a spouse (including widow and widower) may be entitled to preference on the basis of the same veteran’s service if they both meet the requirements. However, neither may receive preference if the veteran is living **and** is qualified for Federal employment.

### ***Spouse***

Ten points are added to the **passing** score or rating of the spouse of a disabled veteran who has been disqualified for a Federal position along the general lines of his or her usual occupation **because of a service-connected disability**. Such a disqualification may be presumed **when the veteran is unemployed and:**

- is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent and/or employable; or
- has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; or
- has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify **because of a service-connected disability**.

Preference may be allowed in other circumstances but anything less than the above warrants a more careful analysis.

**NOTE:** Veterans’ preference for spouses is different than the preference the Department of Defense is required by law to extend to spouses of active duty members in filling its civilian positions. For more information on that program, contact the Department of Defense.



### ***Widow/Widower***

Ten points are added to the **passing** score or rating of the widow or widower of a veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either:

- served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign expedition for which a campaign medal has been authorized; or
- died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.

### ***Mother of a deceased veteran***

Ten points are added to the **passing** score or rating of the mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized **and**

- she is or was married to the father of the veteran; and
- she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or
- she is widowed, divorced, or separated from the veteran's father and has not remarried; or
- she remarried but is widowed, divorced, or legally separated from her husband when she claims preference.

### ***Mother of a disabled veteran***

Ten points are added to the **passing** score or rating of a mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time permanently and totally disabled from a service-connected injury or illness; and the mother:

- is or was married to the father of the veteran; and
- lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or
- is widowed, divorced, or separated from the veteran's father and has not remarried; or
- remarried but is widowed, divorced, or legally separated from her husband when she claims preference.

**Note: Preference is not given to widows or mothers of veterans who qualify for preference under U.S.C 2108 (1) (B), (C) or (2). Thus, the widow or mother of a disabled veteran who**

**served after but did not serve in a war, campaign, or expedition, would not be entitled to preference.**

**Code 6:** Ten points are added to the **passing** score or rating of a veteran who served at any time and has a compensable service-connected disability rating of 30 percent or more.

Example: If you served in the Armed Forces of the United States from August, 1969 until August, 1973, did not suffer any service-connected disability and were honorably discharged, the data field entry for VETPR would be as follows:

VETPR=2

Example: If you have are the spouse or mother of a veteran occupationally disabled because of service-connected disability, or the widow/widower or mother of a deceased wartime veteran, the data field entry for VETPR would be as follows:

VETPR=5

#### **e. EDUCATION LEVEL**

For automated system purposes, EDULV means the same thing as education level. In this item, you will indicate the highest education level you have currently achieved. The available code indicators are as follows:

HS You possess a high school diploma or have received a GED diploma

1YR You have completed one full year of education above the high school level (the equivalent of 30 semester hours or more) in an accredited college or university.

2YR You have completed two full years of education above the high school level (the equivalent of 60 semester hours or more) in an accredited college or university.

AD You have received a recognized Associates degree from an accredited college or university.

3YR You have completed three full years of education above the high school level (the equivalent of 90 semester hours or more) in an accredited college or university.

BD You have received a recognized Bachelors degree from an accredited four year college or university.

MD You have received a recognized Masters degree from an accredited college or university.

DD You have received a recognized Doctoral degree from an accredited college or university.

Example: If you have completed 21 semester hours at an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=HS

Example: If you have completed 45 semester hours at an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=1YR

Example: If you have received a Bachelors degree from an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=BD

**f. OTHER**

For automated system purposes, OTHER means the same thing as 24 semester hours of accounting. If you have completed 24 semester hours of courses in an accounting curriculum in an accredited college or university, but have not received a Bachelors degree, OR if you have a degree in a business related major field of study (other than accounting) which includes 24 semester hours of courses in an accounting curriculum, you should place this data field on your resume.

Example: You have completed 24 semester hours of accounting courses in an accredited college or university, but you do not have a Bachelors degree, OR you do have a Bachelors degree in a business related field, but not in accounting. The data field entry for OTHER would be as follows:

OTHER=24ACCT

If you have not completed 24 semester hours in an accounting curriculum in an accredited college or university, omit this data field from your resume.

**g. ANNOUNCEMENT NUMBER**

For automated system purposes, ANNNO means the same thing as announcement number. In this item, indicate the number of the vacancy announcement which advertised the position for which you wish to apply. Please submit a separate resume for each announcement.

Example: You wish to apply for the position of Voucher Examiner, GS-540-5 which is advertised on vacancy announcement number D00203. The data field entry for ANNNO would be as follows:

ANNNO=D00203

#### **h. LOWEST ACCEPTABLE GRADE**

For automated system purposes, LACPT means the same thing as lowest acceptable grade. Based on the pay ranges for each grade and the grade levels of the various positions advertised on the vacancy announcement, you must indicate the lowest grade level position you will accept. All applicants must include this data item on their resume.

Example: You wish to apply for a position advertised on vacancy announcement D00203. The announcement is for Voucher Examiner positions at the GS-5, GS-6, and GS-7 grade levels. Based on the pay ranges for each grade, you only desire to be considered for positions at the GS-6 grade level or above. The data field LACPT would be completed as follows:

LACPT=6

Example: You wish to apply for a position advertised on vacancy announcement D00203. The announcement is for Budget Analyst positions at the GS-9 and GS-11 levels. The announcement includes information on the pay ranges for these grade levels, and you only desire consideration for positions at the GS-11 grade level or above. The data field LACPT would be completed as follows:

LACPT=11

#### **i. CONSIDERATION FOR LESS THAN PERMANENT APPOINTMENT**

On occasion, the Delegated Examining Unit will need to identify potential applicants to employ in positions which are not permanent in nature. There are two types of non-permanent appointments. **Temporary appointments** are made to positions which are expected to last from one or two months up to a maximum of one year. **Term appointments** are made to positions which are expected to last a minimum of one year or longer with a maximum of four years. For automated system purposes, LIMIT means any type of non-permanent employment. If you would also like to be considered for non-permanent appointments, the data field LIMIT would be completed as follows:

Example: Although she would prefer an appointment to a permanent position, Mary would also consider accepting an appointment to a position which would last at least a year. Mary would complete the data field LIMIT as follows:

LIMIT=TERM

Example: Bill has been unemployed for the last six months and while seeking permanent employment, would also gladly accept either a temporary or a term position. Bill would complete the data field LIMIT as follows:

LIMIT=TERM,TEMP

#### **j. U.S. CITIZENSHIP**

For automated system purposes USCIT means the same thing as U.S. Citizenship. Only citizens of the United States are permitted to be appointed to positions in the Federal civil service. All applicants must indicate their citizenship on the resume as follows:

Example: If you are a citizen of the United States, your data entry for USCIT would be as follows:

USCIT=YES

Example: If you are not a citizen of the United States, your data entry for USCIT would be as follows:

USCIT=NO

#### **k. INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) PRIORITY CONSIDERATION:**

If you are a displaced Federal Civil Service employee, you may be entitled to receive priority consideration under the ICTAP.

Example: If you have received an agency notice and are entitled to receive priority consideration in your commuting area, at your current or lower grade level, your data entry for ICTAP would be completed as follows:

ICTAP=YES

Note: If you are not eligible for this priority consideration, please disregard this data field.

#### **l. GEOGRAPHIC AVAILABILITY**

For automated system purposes, SITES means the same thing as geographic availability. All applicants must identify a minimum of at least one and a maximum of no more than ten (10) geographic locations in which they would be willing to work and for which they desire consideration. A list of available geographic location choices is located on the DEU web site at [www.dfas.mil/people/kcdeu/DeuGeoLoc.htm](http://www.dfas.mil/people/kcdeu/DeuGeoLoc.htm). Each location is identified by name and by a four digit numerical code. Data entries for SITES should be constructed as follows:

Example: Bill wishes to apply for consideration for a GS-501 Financial Analyst position. He desires to be considered for positions in Atlanta, Georgia (code 1233), Nashville, Tennessee (code 3423), Louisville, Kentucky (code 7790), and Indianapolis, Indiana (code 4543). His data entry for SITES would be as follows:

SITES=1233,3423,7790,4543

m. **EMAIL ADDRESS**

For automated system purposes, EMAIL means the same thing as email address. In this data item, you provide your email address if applicable.

Example: If you have an email address, your data field entry for EMAIL would be as follows:

EMAIL= [Sjackson@email.com](mailto:Sjackson@email.com)

**IMPORTANT NOTICE FOR ALL APPLICANTS  
READ CAREFULLY**

A. Individual applicants ultimately notified that they have been selected for appointment to a permanent, temporary or term position will NOT BE APPOINTED until they provide appropriate documentation substantiating various elements of their qualifying status. Such documentation may include, but is not limited to DD Form 214 (veterans preference), letter from the Veterans Administration (disabled veteran/spouse/mother preference), college transcripts (educational requirements), etc. These selected applicants should not take any action to resign from or leave other positions in which they may be employed until they have furnished the required documentation to the Human Resource Office of the selecting agency, their documentation has been approved as acceptable, and they have received written notification that their selection is **FINAL**. **THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THE REQUIREMENT TO SUBMIT SUBSTANTIATING DOCUMENTATION PRIOR TO ACTUAL APPOINTMENT.**

B. Resumes without the following required information **WILL NOT BE ACCEPTED FOR PROCESSING:**

Social Security Number  
Announcement Number  
Lowest Acceptable Grade  
U.S. Citizenship  
Name  
Home Address  
Home and/or Work Telephone Number  
At Least One Complete Employment History Entry  
High School Graduation Information  
Veterans Preference Entry  
At Least One Geographic Availability Entry

## **Attachment 1, Resume Preparation Instructions**

NOTE: Resume should normally be no more than 3 pages, including additional required data items

Name

(Type your name using normal capitalization form for a name, i.e., Jane H. Doe)

HOME ADDRESS:

(Leave one blank line after name, use all capital letters for this heading)

Street Address

City, State, Zip Code

(Leave one blank line after HOME ADDRESS; use normal capitalization and punctuation)

HOME PHONE:

(Leave one blank line after telephone number; use all capital letters for this heading)

EXPERIENCE:

(Leave one blank line after telephone number, use capital letters for this heading)

Experience Entries (Leave one blank line after EXPERIENCE)

Please begin with current position and list any other experience entries sequentially from latest to oldest.

Do not list past jobs not relevant to the types and grade levels of positions for which you wish to be considered.

Generally, list only the last 5-8 years of pertinent experience.

Use abbreviations and shortened versions of common titles and words to insure that the dates, title and firm associated with each entry are all included on one line (if at all possible).

Include all administrative information for each entry as reflected on the sample resume at Attachment 2.

When listing the names of current and previous position supervisors, be sure to follow the example at Attachment 2 and use the data item title of "Supvr".

Similarly, use the data item title of "Weekly Hrs Worked" exactly as reflected in the sample resume at Attachment 2.

When describing duties, be sure to include:

Only major tasks which demonstrate your knowledge and skill to perform the job(s) for which you desire consideration.

Any key systems or software you have worked with, but only if they are necessary to demonstrate your qualifications for the specific position(s) for which you desire consideration.

Regulations, instructions, directives, etc. you have worked with, implemented researched or developed that are pertinent to the job(s) for which you desire consideration.

Be sure to leave one blank line between each experience entry.

#### SKILLS:

(Leave one blank line after the last experience entry; use all capital letters for this heading)

##### Skills Entries

(Leave one blank line after SKILLS. Use concrete terms [generally nouns] to summarize and reinforce major skill areas already included in the EXPERIENCE portion of the resume. No blank lines are needed between entries. List as shown in the sample resume at Attachment 2.)

#### EDUCATION:

(Leave one blank line after the last SKILLS entry; use all capital letters for this heading)

##### Education Entries

(Leave one blank line after EDUCATION)

(List degrees or each educational accomplishment on a separate line as shown in the sample resume at Attachment 2. Leave at least one blank line between each entry. If you have no degree, show total credits earned, indicate whether semester or quarter hours, and provide the name(s) of the colleges or universities at which credits were earned. If you have a degree, show Grade Point Average. Technical and vocational course of study may also be included as education entries.)

#### TRAINING:

(Leave one blank line after last EDUCATION entry; use all capital letters for this heading)

##### Training Entries

(Leave one blank line after TRAINING; no blank lines are needed between entries. List as shown in the sample resume at Attachment 2. List only training courses that you have completed and consider relevant to the position(s) for which you wish to be considered.)

#### LICENSES AND CERTIFICATES:

(Leave one blank line after the last TRAINING entry; use all capital letters for this heading)



#### Licenses and Certificates Entries

(Leave one blank line after LICENSES AND CERTIFICATES. No blank lines are needed between entries. List entries as reflected in the sample resume at Attachment 2.)

#### HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

(Leave one blank line after the last LICENSES AND CERTIFICATES entry; use all capital letters for this heading.)

#### Honors, Awards, Special Accomplishments Entries

(Leave one blank line after HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS. No blank lines are needed between entries. List entries as reflected in the sample resume at Attachment 2. Entries may include publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards. These entries should be related to and support your qualifications for the position(s) for which you wish to be considered.)

#### ACCOUNTING COURSE LIST:

(Leave one blank line after last entry of HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS; use all capital letters for this heading)

#### Accounting Course List

(Leave one blank line after ACCOUNTING COURSE LIST. Some applicants have taken accounting courses at more than one university or college. List all accounting courses which support the possession of at least 24 semester hours in a valid accounting curriculum at an accredited college or university (as illustrated in the sample resume at Attachment 2). All entries should be identified by school. Several courses from the same school may be grouped together, followed by the total number of semester hours taken and name of the school in parentheses.)

**REMEMBER:** If you already have a four year degree with a major in Accounting, **OR** if you do not have 24 semester hours in accounting, **OR** if you are not interested in being considered for professional accounting positions, you do not have to make any entries under this data item.

(Leave at least one blank line between the last entry and the beginning of Additional Required Data Items)

#### Additional Required (Structured) Data Items:

Please refer to the section in the Job Kit Package titled Additional Required Data Items.

## **Attachment 2, Sample Resume**

Steve M. Jackson

### **HOME ADDRESS:**

5917 Spring Street  
Kansas City, MO 67302

### **TELEPHONE NUMBERS:**

Home: (816) 563-4792  
Work: (816) 926-6938

### **EXPERIENCE:**

Mar 95-Sep 99, Accounting Technician, Greely Corporation, 3248 Renner Rd., Kansas City, MO 64256  
Supvr: Bill Johnson, Tel: (816) 926-4937, Salary: \$28,597, Weekly Hrs Worked: 40

Serve as an accounting technician. Utilize an automated accounting system for data input and to obtain reports. Maintain accounting ledgers and perform account reconciliation. Maintain status of funds. Perform account analysis and account research. Process accounting transactions. Validate expenditure and collection transactions. Handle customer inquiries, research problems and develop solutions. Train lower level accounting technicians. Apply internal control criteria to accounting processes and procedures.

Jun 93-Feb 95, Funds Disbursing Technician, Jones, Inc., 16433 Ridge Dr., Kansas City, MO 65107  
Supvr: Alice Smith, Tel: (816) 814-9355, Salary: \$24,637, Weekly Hrs Worked: 40

Worked as a funds disbursing technician. reconciled and verified payment data from the automated disbursing system. Produced payment vouchers. Administered check stock and produced checks for employee travel, meal and lodging expenses and for payrolls. Compiled electronic fund transfer (EFT) information and processed EFT payments. Performed reconciliation and balanced disbursement payments made with original input data. Provided customer service and responded to customer inquiries. Researched problems and developed solutions. Maintained records of payment information. Distributed payment documents.

### **SKILLS:**

Automated Accounting Systems, Ledger Maintenance, Account Reconciliation, Account Analysis, Accounting Transaction Processing, Transaction Validation, Internal Controls, Provide Training, Disbursement, Payment Processing, Check Preparation, Electronic Fund Transfer Processing, Transaction Reconciliation, Customer Service, Problem Solution, Payment Records Maintenance

### **EDUCATION:**

Blue Valley High School, Overland Park, KS, 1983  
BA, Finance, University of Colorado, 1987 3.45 GPA

TRAINING:

Microcomputer Accounting Applications, Introduction to Disbursing, Basic Electronic Fund Transfer  
Actions, Automated Disbursing Systems

LICENSES AND CERTIFICATES:

None

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Company Performance Bonus, 1997  
Outstanding Performance Rating, 1995

ACCOUNTING COURSE LIST:

Accounting Principles I, Accounting Principles II, Business Law I, Principles of Income Tax  
Accounting, Cost Accounting, Managerial Accounting, Business Law II, Automated Accounting  
Systems (24 semester hours, Univ of Colorado)

SSNUM=647-91-2648

BIRTH= July 11, 1966

GENDR=M

ETHNC=E

CHECK=YES

VETPR=2

EDULV=BD

OTHER=24ACCT

ANNNO=D00203

LACPT=7

LIMIT=TERM,TEMP

USCIT=YES

ICTAP=YES (This field is for displaced federal employees only.)

SITES=1233,3423,7790,4543

EMAIL=Sjackson@email.com

### Attachment 3

#### PRIVACY ACT STATEMENT

You are requested to furnish **Equal Employment Opportunity** information under the authority of 42 U.S.C. 2000e-16 which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting".

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

Furnishing this information is voluntary. Your failure to do so will have no effect on you or on your Federal employment. If you fail to provide the information, however, then the employing agency will attempt to identify your race and national origin by visual perception.

You are requested to furnish your **Social Security Number (SSN)** under the authority of Executive Order 9397 (November 22, 1943). That Executive Order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this resume so that the other information you furnish on this resume can be accurately included with your records. Your SSN will be used solely for that purpose. Furnishing your SSN is voluntary and failure to furnish it will have no effect on you; failure to provide it, however, may result in it being obtained from other agency sources.